



CITY OF SPRINGFIELD, MASSACHUSETTS

**PURCHASER INFORMATION & CHECKLIST FORM**

**Property Address:** \_\_\_\_\_

**Purchaser:** \_\_\_\_\_

**Purchaser Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Purchaser Contact Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Attorney:** \_\_\_\_\_

**Attorney Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Attorney Contact Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please attach the following documents to this form:

\_\_\_ Rehabilitation Plan & Cost Estimates

\_\_\_ Proof of Financing. Appropriate proof of financing may include a copy of a bank statement, commitment letter from a bank showing that the necessary funds are readily available. *Proof of financing must be in the name of the purchaser.*

Documents should be submitted to:

Amber Gould  
Office of Housing  
1600 East Columbus Avenue  
Springfield, MA 01105  
413-787-6500/Fax: 413-787-6515  
[agould@springfieldcityhall.com](mailto:agould@springfieldcityhall.com)

## REHABILITATION PLAN

	Completion Date	Total Amount
<b>EXTERIOR</b>		
Windows		
Roofing		
Exterior Masonry (Foundation, Steps, Chimney, Etc.		
Siding/Painting (including trim)		
Doors		
Porches		
Demolition		
Paving		
Clearing, removal of rubbish, mowing, landscaping		
Additional Exterior Improvements:		
<b>INTERIOR</b>		
Waterproofing		
Insulation		
Wiring (including cable, electric and telephone)		
Plumbing (labor, fixtures and piping)		
Water Heater		
HVAC		
Kitchen(s) should include cabinets, fixtures, etc.		
Bathroom(s) should include vanity, fixtures, shower, toilet, etc.		
Drywall		
Painting		
Interior doors, hardware		
Stairs		
Flooring, Carpeting		
Appliances		
Fixtures		
Additional Interior Improvements:		
<b>MISCELLANEOUS COSTS</b>		
Purchase Price		
Permits/Fees		
Utility Fees		
Contingency		
Additional Miscellaneous Costs		
<b>FINAL COMPLATION DATE &amp; TOTAL COST:</b>		

\_\_\_\_\_  
Signature of Licensed Contractor

\_\_\_\_\_  
Printed Name of Licensed Contractor

Construction Supervisors License #: \_\_\_\_\_